# DOE TECHNICAL STANDARDS PROGRAM PROCEDURES

**DOE-TSPP-6**
Revision: 6
Date: July 2004

# COORDINATION OF DOE TECHNICAL STANDARDS

U.S. Department of Energy
Office of Nuclear Safety Policy and Standards
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## CONTENTS

# 1.    SCOPE

## 1.1    Purpose

This procedure provides guidance on the formal coordination of DOE Technical Standards in the DOE Technical Standards Program (TSP). The purpose of coordination of draft technical standards is to solicit and receive comments from interested persons and organizations in order to improve and correct technical standards. DOE Technical Standards are coordinated through the electronic RevCom for TSP process.

## 1.2    Applicability

This procedure applies to all DOE Headquarters and field organizations, management and operating contractors, integrating contractors, and laboratories (hereafter referred to collectively as "DOE Components") working to the latest revision of DOE Order 252.1, "Technical Standards Program."

# 2.    DOCUMENT COORDINATION

## 2.1    Extent of Coordination (Authors)

Figure 1 depicts the extent of coordination for the different formats of TSP documents.  With a few exceptions, new DOE technical standards and revisions to DOE technical standards must be coordinated through the RevCom for TSP process.

The author may make minor editorial or administrative changes to existing documents as a Change Notice without a coordination review (refer to DOE-TSPP-9), provided that the TSP Manager or designee agrees that the proposed changes are editorial or administrative.

Some technical standards processed under the DOE TSP involve additional coordination and processing steps as defined in the following discussion.
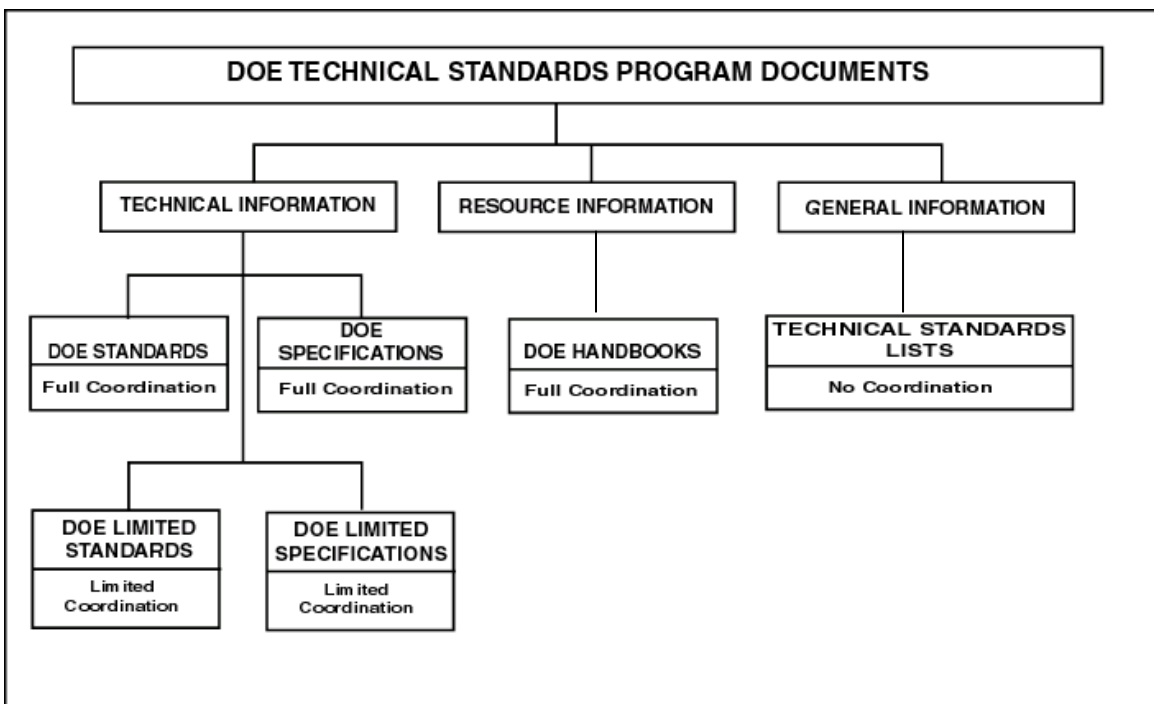
**DOE-TSPP-6**          **Coordination**
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Figure 1.  Coordination of DOE Technical Standards Program documents.

### 2.1.1  Full coordination documents

Full coordination documents are those used by more than one program or project within DOE and are reviewed by a broad cross section of the Department.  The author must coordinate new or revised DOE Technical Standards, as well as proposals to cancel existing DOE Technical Standards, with:

- the Technical Standards Managers (TSMs),
- the Office of Primary Interest (OPI) (when not the author),
- the applicable chairpersons of DOE topical committees,
- selected Subject Matter Experts (SMEs) within the DOE complex, and
- any other person within the DOE complex who has expressed an interest in the subject matter (see DOE-TSPP-4).

### 2.1.2  Limited coordination documents

Limited coordination documents are those that will be used by only one DOE program or project for a specific purpose or for a limited period of time. Careful consideration should be made before developing limited coordination standards or specifications that bypass the full review process because they do not represent a consensus position within the Department.  The primary purpose of a limited coordination document is to fill an immediate need until a fully coordinated document can be completed. Limited coordination standards and specifications should either be replaced by fully coordinated documents or canceled at the end of two (2) years.

Limited coordination documents are coordinated in the same manner as full coordination documents, except as follows:

- The review period is 30 days, rather than the standard 60 days.

- The review can be limited to the originating organization and any other DOE or outside organization directly affected by the draft standard.

### 2.1.3 Technical Standards Lists

Technical Standards Lists contain lists of DOE Technical Standards or other data and do not require coordination.

### 2.1.4 Coordination with the Defense Nuclear Facilities Safety Board

As committed to in DOE's response to Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 90-2, copies of new or revised nuclear safety-related technical standards are to be coordinated with the DNFSB through the Office of the Departmental Representative to the DNFSB (S.3-1).

### 2.1.5 Coordination with the Office of General Council

As required by the October 7, 1996, memorandum from Robert R. Nordhaus to all Secretarial Officers, when draft technical standards are circulated for review through RevCom for TSP, the Office of the Assistant General Council for Regulatory Law will determine whether Congressional notification is required. If the Office of General Counsel (GC) determines that notification is required as a matter of law, the GC Office of Rulemaking Support will formally request a copy of the final published standard from the TSP Office (TSPO) and will be responsible for the notification (see DOE-TSPP-8).

### 2.1.6 Coordination of Technical Qualification Standards and Information Architecture Standards

For DOE Functional Area Qualification Standards and Information Architecture Standards, additional special coordination is outlined in the Federal Technical Capability Manual (DOE M 426.1-1). Following coordination, Functional Area Qualification Standards must be approved by the Federal Technical Capability Panel.

For Information Technology standards, follow additional steps outlined in the Information Architecture Program (e.g., distribution through the Information Management community).

### 2.2   Coordination Memorandum (Authors)

#### 2.2.1   Contents

The author initiates the coordination process by sending a coordination memorandum to the TSP Manager (see an example in Attachment A).  At a minimum, the coordination memorandum must specify:

- Whether the document is being submitted for full or limited coordination,
- A point of contact for the author (including telephone and fax numbers and an e-mail address),
- A list of any topical committee chairpersons and subject matter experts who should be alerted to the opportunity to review the draft standard,
- The OPI (if not the author),
- Any survey questions to be asked through the RevCom for TSP process, and
- Any DOE commitments to internal or external organizations that might affect the schedule.

Along with the memorandum, the author must submit an electronic version of the draft technical standard in Word format and a copy in PDF format.  The TSPO will use the electronic versions to post the document on RevCom for TSP.

The coordination memorandum must be signed by the DOE senior line manager for the author.

#### 2.2.2   Comment types

Comments are designated as either "essential" or "suggested."  An essential comment is a comment that, if not addressed, would make the document technically unacceptable to the organization.  A suggested comment is a comment that includes editorial changes, questions, general observations, or suggestions for improvement.

#### 2.2.3   Coordination period

The standard comment period for a DOE Technical Standard is 60 days for full coordination documents and 30 days for limited coordination documents. In special circumstances, such as an imminent safety issue or high level commitment, the senior line manager and the DOE TSP Manager (or designee) may agree upon a shorter coordination time.

When requested, the author may also extend the comment period to accept additional late comments.  See Section 2.3.3 for additional discussion on setting and resetting due dates.

Following the end of the comment period, the author has 60 days to respond to comments.  The TSP Manager or designee may extend this period.

## 2.3    RevCom for TSP Coordination Process

RevCom for TSP is a web-based process that enables participants to review and comment on draft DOE Technical Standards.  It makes draft documents available for viewing over the internet, provides a means to submit electronic comments and responses, and promotes communication by making the comments visible to those using the process.

Three online guides are available on RevCom for TSP for:

- Administrators

- Reviewers (TSMs, Delegates, SMEs)

- Authors (PA or Preparing Activity)

This procedure was written to complement those guides. Please report any discrepancies between this procedure and the RevCom for TSP guides to the TSPO at TechStdPgm@eh.doe.gov.

The following paragraphs describe the steps to be taken to process a draft document through RevCom for TSP.  Table 1 outlines these steps visually to make it easy to see the responsible party and the sequence of the activities.

In RevCom for TSP, Topical Committee Chairpersons are considered to be equivalent to TSMs.  Wherever the term TSM is used, the instructions also apply to Topical Committee Chairpersons.

### 2.3.1   Create a New Document and Launch it for Review (TSPO Administrators)

Following receipt of the coordination memo, the TSPO will use the RevCom for TSP process to:

- Create a new document record.

- Check off the "Response" box to ensure the author receives notification when a comment package is submitted.

- Parse and upload the document on RevCom for TSP.

- Add any survey questions requested by the author.

- Upload the original unparsed version of the document so that it is available in the full text for those who want to download a copy and review it in its entirety.

- Assign the author. The author is generally the point of contact in the named in the transmittal memo. When the author is assigned in RevCom for TSP, that person is given the authority to respond to comments and design, view, and print comment reports in the RevCom for TSP process.

- Assign participants and manage the workflow for the draft standard. The workflow specifies the review phases and schedules and identifies the organizations assigned to review the draft document. It also establishes what organizations are subordinate to other organizations within DOE. The structure of subordinate organizations may vary with the office. For example, the DOE site TSM at Idaho may request that all contractor comments go through the Idaho DOE site TSM, while the Richland DOE site TSM may prefer to have the contractors report directly to the TSM for the Office of Environmental Management so each reviewer has more time to comment. RevCom for TSP will automatically send comments from subordinate organizations through the TSM for that organization. The TSM will consolidate and edit comments from subordinate organizations.

- Set review dates. The TSPO will set the date that the draft document is available for comment. Generally this will be the date that it is loaded onto the process. The TSPO will set the closing date for comments (Refer to paragraph 2.2.2; this is generally 60 days for full coordination and 30 days for limited coordination.) The TSPO will also set the resolution date for the author to respond to the comments.

- Create notification messages. RevCom for TSP provides the TSPO with the ability to create three separate tailored messages to the author, the TSMs and the SMEs.

- Launch the review process to open the document for comment and send the notifications.

### 2.3.2    Assign Delegates and SMEs (TSMs)

*Delegates*

TSMs have the option of delegating authorities and functions to another person for a particular document. Delegates have essentially the same privileges and authorities in the RevCom for TSP process as the TSM. Reasons for delegation can include (but are not limited to):

- The TSM will be absent during a critical part of the review

- The TSM wants to defer the coordination and sorting of comments to someone with technical expertise in the area of the standard. For

example, the members of the hoisting and rigging topical committee in each office, laboratory, or site office typically sort and coordinate incoming comments from their organizations for the hoisting and rigging standard.

- The TSM needs to share the workload.

*SMEs*

TSMs and their delegates can assign specific SMEs through the RevCom for TSP process. Once an SME is assigned, the RevCom for TSP process will automatically alert the SME that the standard is available for review. The RevCom for TSP process can also be used to let the assigned SMEs know when there are changes to their schedules.

Initially, the TSM or the delegate needs to set up an account for each SME. Setting up the account involves providing information such as the email address and organization for the SME. Once an account has been established, the TSM may assign the SME to subsequent documents on the same account.

### 2.3.3 Reset Due Dates and Notify Delegates and SMEs of Dates (TSMs)

When the TSPO launches a document for review, RevCom for TSP sets the due date when TSMs are to submit comments to the author. At that time, RevCom for TSP sets cascading default dates for subordinate organizations (delegates, subordinate TSMs, SMEs). The cascading dates allow time for the TSMs to consolidate and sort the comments before submitting them to the author. The TSMs can reset the SME and delegate due dates up to the date the comments are due to the author.[1] TSMs cannot change the date that comments are due to the author. Only the TSPO administrators can change that date. Each time a TSM changes a due date, RevCom for TSP provides an opportunity to notify the affected delegates, subordinate TSMs, and SMEs.

### 2.3.4 Enter Comments on RevCom for TSP (Reviewers)

The reviewer may comment on each section of the draft standard and provide any overall comments that apply to the document in general. The reviewer must formally "submit" comments in RevCom for TSP before the next level can view the comments. RevCom for TSP allows each reviewer to submit multiple comments to a single section.

The TSPO will also post the document in an unparsed version to allow reviewers to download and/or print the draft standard and read it before commenting on it. If the document is very large, as is the case with some of

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[1] Note: At the time this document was being finalized, RevCom for TSP was having difficulty with this feature.

our handbooks, the TSPO may post the document in multiple files to make it easier to download the document with slower internet connections.

The following sections outline the steps for the SMEs, the TSM, and the delegates to enter and submit comments on RevCom for TSP.

*Logging on to RevCom for TSP*

Log on to RevCom for TSP at http://standards.doe.gov/login.jsp. Administrators, authors, TSMs, and delegates require logon IDs and password. Contact the TSPO at TechStdPgm@eh.doe.gov to obtain them. SMEs do not need passwords to log on.

*Selecting a document*

After logging on, a list of documents will appear in three categories:

- Open for comment.

- Closed, comment resolution.

- Open for concurrence

Select the version for comment. Reviewers can only enter comments on documents listed as "open for comment."

*Reading the Draft Standard and Entering Comments*

After selecting a document version, RevCom for TSP will display a *Comment Entry* screen.  From that screen, select the whole version of the draft standard to view or print before making comments or select a section of the document and read each section and begin entering comments.  When selecting a section, a screen will pop up with the text of that section.  To comment on that section, move or reduce the pop up with the text so that the button that says "add comments" is visible.  Click on "add comments" and a comment entry box will appear on the bottom with the words "Here is my comment."  Type comments into that section and select whether the comment is essential or suggested.  RevCom for TSP will generally default to "essential." When finished, click on the "Save" button.  Saving comments does not submit them.

Reviewers do not need to comment on sections in order.  Provided comments have been "saved," reviewers can logout and return later to continue working on comments up until the due date.  After the due date, reviewers are not able to enter, save, or submit comments, so be certain to submit comment packages before the due date.

Reviewers can also click on the "no comments" button if they have no comments, and then formally "submit" the package with no comments.

TSMs enter comments the same way as SMEs, but TSMs should not "submit" their packages to the author until they have completed coordination of comments with their subordinate reviewers.

**NOTE: Reviewers must click on save every few minutes or the process will timeout and the comments that were not saved will be lost. Reviewers can go back and change saved information later before submitting the package.**

2.3.5   Submit the Package to the TSM (Reviewers)

When reviewers are finished with comments, they must submit their comments to the TSM (or delegate).  To submit a package, click on "Version" on the top toolbar, and then click on "Submit Package."  A message should appear at the top of the page confirming that the package has been submitted.

NOTE:  Comments must be "submitted" through each level to the author before the author can respond to them.

2.3.6   Select and Edit SME Comments (TSMs)

TSMs and delegates will log in and select a document (see above *Logging in and Selecting a Document*) and go to the *Comment Entry* screen.  When the TSM (or delegate) opens a section for comment, there will be two or three sub-areas:

- the first is for TSMs (or delegates) to make their own comments,

- the second will contain comments from subordinate SMEs and delegates, and

- the third will contain comments from subordinate TSMs if applicable (no section will appear if this is not applicable).

The reviewer's name and organization and the date the comment was submitted will appear with the comment.  In addition, each comment will have a check box that the TSM (or delegate) can use to select (or, in the case of a delegate, recommend) comments.  If the TSM has used a delegate, the comment will also include the check boxes indicating whether the delegate has recommended the comment for inclusion.  Only comments that the TSM selects will make it to the next level.

Use the "Include All" button to select all the comments.  Then uncheck selected boxes to exclude particular comments.  Use the "Exclude all" button to deselect all the comments, and then selectively recheck the comments to include.

Accept or redesignate each comment as essential or suggested.

Work on the package, log off and return to work on it some more until the due date, but the comments must be formally submitted to the author before the due date or RevCom for TSP will not accept the package.

2.3.7   Submit the Package to the Author (TSMs)

Once the TSM has selected the comments to go forward and added any new comments, the package must be formally submitted to the author before the author can view the comments. To submit a package, click on "Version" on the top toolbar, then click on "submit package." A message should appear confirming that the package has been submitted.

2.3.8   Review and Respond to Comments (Authors)

Authors will not see the comments until the comment period has closed. On occasion, a TSM may miss or forget a due date. If the author believes that comments from a particular organization are important to the quality or integrity of the document, the author should pursue the comments as the due date approaches.

After selecting the document, select a section within the document to begin work. Authors do not need to respond to comments in order. Provided responses have been "saved", authors can logout and return later to continue working on responses up until the due date. After the due date, authors will not be able to continue to respond unless the TSP manager or delegate agrees to and resets the due date for the responses to the document in RevCom for TSP.

To enter a response, click on the "add response" button to the right of the comment. Type the response and click on "Save."

When viewing comments, RevCom for TSP will open the display with the "essential comments." To switch to viewing and responding to suggested comments, click on "suggested comments." When in the suggested comments field, click on "essential comments" to switch to essential comments.

To submit the response package and send it to the reviewers, click on "Version" at the top of the page, then "Submit Package," then "Submit."

Use the "Notify" button to notify the reviewers that their comments have been responded to.

2.3.9   Accept and Resolve Comments (Authors)

RevCom for TSP provides reviewers an electronic means to review and submit comments on draft technical standards. It also provides the author an electronic means to accept or reject comments. The reviewer can also review author's responses using the "Reports" button at the top and building

a custom report with the response to comments.  If the reviewer does not accept the response from the author, the reviewer and author should use the process for comment resolution in TSPP-7, "Technical Standards Comment Resolution."

| Table 1 DOE Technical Standards Coordination Process | | | | |
|---|---|---|---|---|
| **Author** | **TSPO** | **TSMs (delegates)** | **Topical Committee chairs/ SMEs/supporting organizations** | **Part of RevCom for TSP Process** |
| Send coordination memo signed by Senior Management to TSPO with draft document and request that coordination be initiated | | | | No |
| | Determine comment period, typically 60 days for full coordination, 30 days for limited coordination | | | No |
| | Create a new document record on RevCom for TSP | | | Yes |
| | Parse and upload the document on RevCom for TSP | | | Yes |
| | Add any survey questions | | | Yes |
| | Upload the original, unparsed document for reference | | | Yes |
| | Assign the author | | | Yes |
| | Assign the workflow | | | Yes |
| | Manage workflow | | | Yes |
| | Set review dates & open document for comment | | | Yes |

| Table 1 DOE Technical Standards Coordination Process | | | | |
|---|---|---|---|---|
| **Author** | **TSPO** | **TSMs (delegates)** | **Topical Committee chairs/ SMEs/supporting organizations** | **Part of RevCom for TSP Process** |
| | Prepare notification language | | | Yes |
| | Launch RevCom for TSP process & notify users | | | Yes |
| | | Assign delegates and SMEs | | Yes |
| | | Accept or reset due dates for comments to TSM | | Yes |
| | | Notify reviewers of any due date changes | | Yes |
| | | Enter comments on RevCom for TSP, including comment types | Enter comments on RevCom for TSP, including comment types | Yes |
| | | | Submit comments in final report to RevCom for TSP (to TSM) | Yes |
| | | (Delegates recommend comments for inclusion or exclusion) | | Yes |
| | | Select/edit comments and comment types | | Yes |
| | | Submit comment package to RevCom for TSP (to author) | | Yes |
| Review and respond to comments | | | | Yes |
| | | Accept or reject responses | | Yes |
| Resolve remaining issues per TSPP-7 | | | | No |

## ATTACHMENT A
## SAMPLE COORDINATION Memorandum

Date

Distribution

**Proposed [New] [Revision to] [DOE-(STD, HDBK, SPEC)-XXXX-YR], [Full Title of New Document or of Old Document Being Revised], Project Number [XXXX-XXXX]**

The referenced technical standard is approved for distribution for review and comment on RevCom for TSP at **http://tis.eh.doe.gov/techstds**. After comments have been resolved, the document will be approved as a DOE [standard] [handbook] [specification]. This document is submitted for [full] [limited] coordination.

The preparer and point of contact for this document is [Mr./Ms./Dr. _____] in [DOE Headquarters office], She [or he] can be reached at [phone/fax numbers] or [e-mail address].

In addition to the standard list of Technical Standard Managers, notification of the availability of this document should be provided to: [list of specific DOE topical committee chairpersons], [list of specific subject matter experts and their email addresses], and [the Assistant Secretary of the Office of Primary Interest if it is an office other than that of the author].

[Optional] Please enter the following survey questions on RevCom for TSP when the standard is distributed for review and comment:

- [survey question 1]

- [survey question 2]

As a [full] [limited] coordination standard, the comment period should be the standard [60] [30] days. OR Because of the following special circumstances, we request that the Technical Standard Program Manager shorten the comment period to [number] days: [enter urgent circumstances including significant safety urgency, national security emergency, major external or internal commitment or other. The shorter schedule should be discussed and agreed to by the TSP manager before this memorandum is issued.]

An electronic copy of the draft subject technical standard is being provided concurrently with this memorandum. We understand that the comment period for this document will not begin until the document is posted and available on RevCom for TSP.

Sincerely,

[Name, title, and routing symbol of the
responsible DOE Senior Line Manager]

Attachment